

TRADESMAN PLUMBER-LIMITED EXAMINATION APPLICATION

REMINDER: This application (and many others) can be completed entirely on-line via the Online Licensing System. Applications submitted online are processed and approved considerably faster than those sent via US Mail. To login to your on-line account or create a new account, go to: vo.licensing.hpc.texas.gov

Minimum Requirements for Tradesman Plumber-Limited Examination:

- Must hold a current Texas Plumber's Apprentice registration
- Must have accumulated at least 4,000 hours of experience working at the trade...
 - during the period in which the applicant was registered with the Board as a Plumber's Apprentice, AND;
 - under the direct supervision of a licensed plumber and general supervision of a Responsible Master Plumber, OR...
 - have completed a sequence of courses in the plumbing trade that are offered through a career and technology Education (CTE) program
- Proof of jobsite experience must be submitted on the **Employer Certification Form** available at tsbpe.texas.gov under "Forms"
- Must provide proof that the applicant is authorized to work lawfully in the United States
- Must submit non-refundable Tradesman Plumber-Limited Examination application fee (\$36)
- Must provide proof that applicant has completed 24 hours of Board-approved classroom training* unless the applicant has completed a Plumber's Apprentice program approved by the United States Department of Labor (DOL), Office of Apprenticeship. A list of providers of the 24-hour classroom training is posted on the TSBPE website at tsbpe.texas.gov.

* Training must be in-person or virtual with live instruction. Correspondence or self-led courses are not accepted for this requirement.

The Applicant's Identity Will be Verified: Current (not expired) US or state government-issued photographic identification, such as a driver license, passport, or state-issued identification, will be required from the applicant on the day of the examination.

Fingerprinting: Fingerprints are required for all examinees. If you have not previously submitted fingerprints, see the last page of this application. Applicant will not be approved until corresponding fingerprint data is on file.


Waiting Periods for Examination Failures: The following waiting periods are required for any examination failure (all or part): (1) First failure: 30 days before next retest, (2) second failure, 60 days before next retest, (3) third and subsequent failures: applicant must wait 90 days before taking the test again.

Americans with Disabilities Act: The TSBPE offers reasonable accommodations for persons taking the examination, as required by the Americans with Disabilities Act. If the applicant requires special accommodations, please submit such requests in-writing with this application for examination.

Equal Opportunity Statement: The Texas State Board of Plumbing Examiners does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Downloadable Study Guide: The TSBPE's Tradesman Plumber-Limited Examination Review Course may be downloaded free of charge at tsbpe.texas.gov under "Forms."

This Examination Includes a Computer-Based Test Component: Formerly referred to as the "written" exam, the Computer-Based Test (CBT) portion of the Tradesman-Plumber Limited Examination is administered by Pearson VUE. See the third page of this application for details.



DOES THE APPLICANT MEET THESE REQUIREMENTS?

If you're not positive that applicant has met the above listed requirements, please use the TSBPE's **Public License Search** to double check. The **Public License Search** allows you to check important information such as: COI status, completed training courses and renewal status. **Remember, the TSBPE does not process or approve incomplete applications.** Scan the code to the right with your phone or go to: tsbpe.texas.gov/find-a-license



TEXAS STATE BOARD OF PLUMBING EXAMINERS
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TRADESMAN PLUMBER-LIMITED EXAMINATION APPLICATION

1. Date _____ ▶ Incomplete applications expire one year from receipt. (See instructions in #12, below)
2. Last name (Print) _____ First _____ M _____
3. Mailing address _____ City _____
4. State _____ Zip Code _____ Date of Birth _____ Age _____
5. Driver's License/ID No. _____ Social Security No. _____
Disclosure of applicant's social security number is required. Applicant's social security number is being solicited pursuant to Texas Family Code § 231.302 for use by the state's Title IV-D agency to assist in the administration of laws relating to child support enforcement under 42 U.S.C. §§ 601-617 and 651-669.
6. Texas Plumber License or Registration Rank and # _____
7. Telephone # _____ Email (Required) _____
8. Employed by _____ Employer Tel. # _____
9. Where would the applicant like to take the practical (hands-on) exam? Austin ☐ Waco ☐
10. Have you ever been convicted of a felony in this or any other state? Yes ☐ No ☐
If you answer yes to this question, you must submit a Supplemental Criminal History Information Form (and all documentation listed on that Form) with this application. The Supplemental Criminal History Information Form is available on the TSBPE website at tsbpe.texas.gov under "Forms."
11. Is the applicant an active member of the military or a veteran? ☐ Yes ☐ No
12. Each of the following items must be checked and submitted for your application to be considered complete.
Incomplete applications will not be processed.
- ☐ Non-refundable examination application fee of \$36 (cashier's check, money order, or personal/company check)
 - ☐ A copy of applicant's current US or state government-issued photo ID
 - ☐ Proof that the applicant is authorized to work lawfully in the United States
Applicable proof includes either of the following: (1) a copy of applicant birth certificate issued by a city/county/state/federal authority (if born in the United States); or (2) a copy of both sides of a U.S. Immigration and Naturalization document stating that you are authorized to work lawfully in the United States.
 - ☐ Proof of 4,000 hours of experience submitted on the TSBPE's **Employer's Certification Form**, or proof of completion of a sequence of courses in the plumbing trade that are offered through a CTE program
 - ☐ If applicant answered "yes" to #10: the **Supplemental Criminal History Information Form** and required documents
 - ☐ If applicant answered "yes" to #11: a copy of applicant's active military ID or Certificate of Release or Discharge from Active Military Duty (DD214)
 - ☐ Certificate of completion of 24 hours of classroom training from an approved Course Provider, or certificate of completion of U.S. Dept. of Labor Apprenticeship program. If your provider submitted this to the TSBPE electronically, please check this box.
 - ☐ One-time, electronic submission of fingerprint data through IdentoGO (see final page of this application)
13. **BY SIGNING BELOW, I TESTIFY THAT I UNDERSTAND THAT SUBMITTING ANY FALSE INFORMATION TO THE BOARD IS A CRIMINAL OFFENSE AND WILL ALSO RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING REVOCATION OF MY PLUMBING LICENSE OR REGISTRATION AND AN ADMINISTRATIVE PENALTY UP TO \$5,000.00.**

Signature of Applicant

----- TSBPE USE ONLY -----

Fee _____ Entity No. _____
Date Received _____ Date Processed _____



THIS EXAMINATION IS COMPUTER-BASED



Here's What You Need to Know...

- The examination you're applying for with this form is computer-based (formerly known as a "written" exam).
- All computer-based tests (CBTs) are administered by the TSBPE's testing partner Pearson VUE. Pearson VUE operates over 40 conveniently located testing locations across the state of Texas.
- When your application is approved* by the TSBPE, you will receive an email from Pearson VUE that includes detailed instructions on how to schedule your Computer-Based Test.
- Once you pass the computer-based test, the TSBPE will send you further instructions via email.
- For more information, please see the TSBPE landing page on Pearson VUE website: home.pearsonvue.com/tsbpe

*Please note: the TSBPE does not process or approve incomplete applications; it is therefore imperative that you make sure your application is accurate and complete before sending it in. To check your license status, including fingerprint and training data, use the Public License Search: tsbpe.texas.gov/find-a-license

FINGERPRINTING INSTRUCTIONS FOR PLUMBERS & INSPECTORS

TSBPE IdentoGO Service Code: **11J66Z**

New and renewal license/registration/endorsement applicants are now required to obtain a fingerprint background check (see exact rules text excerpted above). Your fingerprints will be submitted electronically to the Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) through IdentoGO. The fee is \$39.05 and is collected by IdentoGO. This fee is *in addition to* your initial license or renewal fees. Cash and personal checks are not accepted.

To register online:

1. Go to the TSBPE registration page on the IdentoGO website:
uenroll.identogo.com/workflows/11J66Z
2. Click "Schedule or Manage Appointment" and complete the pages that follow.
3. When asked for an Authorization code, mark "No."
4. Do not request a hard card, as it will not be accepted by the TSBPE.
5. Make sure you bring proof of identification with you to the appointment.

To register by phone:

1. Call 1-888-467-2080. Use service code **11J66Z**. You **MUST** use this code. If you use the wrong code you will not be refunded for sending your information to another agency.
2. When asked for an Authorization code, answer "No."
3. Do not request a hard card, as it will not be accepted by the TSBPE.
4. Make sure you bring proof of identification with you to the appointment.

Once completed, the background check will then be sent electronically to the TSBPE, but please keep your receipt for your records. **Fingerprint background checks for any other license or agency are not accepted as fingerprint data is not shared between State Agencies.** This service is NOT available at the TSBPE.